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Ch sent to BICC  
on 4/8/71

MAR 22 1971

MR. C. M. BERGMANN, Vice President  
Service Division, East  
520 Broad Street

We are in receipt of a letter from Mr. Roland E. Stewart, Executive Director, Business and Industrial Coordinating Council, requesting financial support of a Satellite Clerical Training Program. An outline of the proposal is attached.

The letter indicates BICC's need to raise \$2,500 to keep the Satellite Programs functioning until the Model Cities Program can absorb the costs. This is considered unusual as the BICC is not normally an operator, but acts as an experimenter and innovator.

BICC initiated the SEED Program to train under-employed people in the area for jobs as mechanics, typists, and other skilled jobs. The SEED Program was an outgrowth of the Kearny Works' Mechanics Training Program. The SEED mechanics classes stopped last year.

Once SEED was operating, BICC disassociated itself from it by having SEED develop its own Board of Directors and its own administration. The relationship of SEED to BICC was one of a parent organization to a related spin-off organization. SEED reported to BICC on its activities, but was an independent agency.

This year, the SEED money was not funded by the Federal Government. This necessitated closing down the SEED office and dismissing all SEED personnel. BICC is attempting to keep the Satellite Programs going.

The Satellite Programs are usually run by major companies. Only three Satellite Programs are in effect today. The Prudential Insurance Company and New Jersey Bell Telephone Company each have one Clerical Instructor's Program. The third program is the IBM-Rutgers class.

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Prudential and New Jersey Bell bear the cost of equipment, rent, skilled training instructors' salaries, and administration of their programs. BICC supplies the basic education instruction which is designed to raise the basic educational level of students who are learning to be typists. The IBM-Rutgers Program has IBM supplied equipment and Rutgers space, but SEED pays for the typing instructor, the basic education instructor, and the miscellaneous costs.

The SEED Program has been one of the most successful training programs in the country and those who have been associated with it would like to see it kept alive as long as it is helpful. BICC is requesting that companies or foundations supply the \$2,500 to maintain the three Satellite Programs for 15 weeks, starting March 1, 1971. BICC is negotiating with the Model Cities Program to finance the training courses after June, 1971.

Mr. J. H. Lozowick, Assistant Manager, Community Relations, Regional Headquarters, and Mr. H. M. Boardman, Assistant Manager, Community Relations and Manpower Studies, Kearny, are both members of the BICC Affirmative Action Program Task Force, and Mr. Boardman is on the BICC Education Committee. Based on Mr. Lozowick's recommendation, we are requesting your authorization for a \$500 contribution.

Although we have not yet heard of any definite commitments, we have learned that the following businesses are considering contributions in the amounts indicated:

Public Service Electric and Gas Company	\$500
National Newark and Essex Bank	\$500
Prudential Insurance Company	\$500
National Cash Register Company	\$100
Fidelity Union Trust Company	\$100
Frank Briacco Company	\$ 50

The New Jersey Bell Telephone Company is not expected to make a financial contribution since, as mentioned, it already runs a Satellite Program for which it absorbs the cost of typing instruction and other administration.

It is our understanding that your approval is all that is needed to authorize this contribution.

PAS:146222:VG

ORIGINAL SIGNED BY  
S. M. GRUBIN  
General Manager

Att.

Copy to: (not shown on original)  
J. H. Lozowick

THIS COPY FOR